

## Sarah Locklin

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**From:** Gina Trinidad <GTrinidad@carsonca.gov>  
**Sent:** Tuesday, July 26, 2022 3:44 PM  
**To:** Rafael Rico  
**Cc:** Josilla Togiola  
**Subject:** RE: LASD Service Level amount for FY 22/23 - Requisition No. 12300061  
**Attachments:** RE: Carson invoice - Helicopter Services for June 2022

Hi Rafael/Josilla,

We have received final invoice and PO 22200563 – LASD may now be closed. (See attached confirmation)

Thank you,

*Gina Trinidad*  
Administrative Analyst  
City of Carson  
701 E. Carson St.  
Carson, CA 90745  
Tel. No. (310) 952-1700 ext. 1636

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**From:** Gina Trinidad <GTrinidad@carsonca.gov>  
**Sent:** Monday, July 25, 2022 1:47 PM  
**To:** Rafael Rico <rrico@carsonca.gov>  
**Cc:** Josilla Togiola <jtogiola@carsonca.gov>  
**Subject:** Re: LASD Service Level amount for FY 22/23 - Requisition No. 12300061

Hi Rafael,

I'm still waiting for an invoice and I have followed up with LASD.

Thank you,  
Gina

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**From:** Rafael Rico <rrico@carsonca.gov>  
**Sent:** Monday, July 25, 2022 9:56 AM  
**To:** Gina Trinidad <GTrinidad@carsonca.gov>  
**Cc:** Josilla Togiola <jtogiola@carsonca.gov>  
**Subject:** RE: LASD Service Level amount for FY 22/23 - Requisition No. 12300061

Hi Josilla,

Can you please close out PO 22200563 for LASD?

Gina, can you please confirm that there are no invoices pending to be paid off of that PO?

Regards,

**Rafael Rico Jr.** | Purchasing Specialist  
City of Carson | Finance | Purchasing Division  
P: (310) 952-1758 Ext. 1230 | [rrico@carsonca.gov](mailto:rrico@carsonca.gov)  
701 E. Carson St. Carson, CA 90745  
**City Hall is Closed on Friday's**

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**From:** Gina Trinidad <[GTrinidad@carsonca.gov](mailto:GTrinidad@carsonca.gov)>  
**Sent:** Monday, July 25, 2022 9:55 AM  
**To:** Rafael Rico <[rrico@carsonca.gov](mailto:rrico@carsonca.gov)>  
**Subject:** RE: LASD Service Level amount for FY 22/23 - Requisition No. 12300061

Ok. So is this notice sufficient or do I need to send an email later for this request?

*Gina*

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**From:** Rafael Rico <[rrico@carsonca.gov](mailto:rrico@carsonca.gov)>  
**Sent:** Monday, July 25, 2022 9:53 AM  
**To:** Gina Trinidad <[GTrinidad@carsonca.gov](mailto:GTrinidad@carsonca.gov)>  
**Subject:** RE: LASD Service Level amount for FY 22/23 - Requisition No. 12300061

Hi Gina,

The PO for FY 22 (22200563) will need to be closed out first before anything can be added to the contract. Once that is closed out then the monies on contract can be rolled into the new FY and then I can add in the balance.

Regards,

**Rafael Rico Jr.** | Purchasing Specialist  
City of Carson | Finance | Purchasing Division  
P: (310) 952-1758 Ext. 1230 | [rrico@carsonca.gov](mailto:rrico@carsonca.gov)  
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**From:** Gina Trinidad <[GTrinidad@carsonca.gov](mailto:GTrinidad@carsonca.gov)>  
**Sent:** Monday, July 25, 2022 9:48 AM  
**To:** Rafael Rico <[rrico@carsonca.gov](mailto:rrico@carsonca.gov)>  
**Subject:** LASD Service Level amount for FY 22/23 - Requisition No. 12300061

Hi Rafael,

I'm not sure if you are the one in charge of entering this service amount for FY 22/23 in Munis. I sent to City Clerk's office however, I was informed that they do not enter contract amounts in Munis.

Please advise how I should proceed.

Thank you,

*Gina Trinidad*

Administrative Analyst  
City of Carson  
701 E. Carson St.  
Carson, CA 90745  
Tel. No. (310) 952-1700 ext. 1636